#### Text Description automatically generated

#### APPLICATION FORM *Please complete this form electronically (start typing in the shaded area).*

**POSITION YOU ARE APPLYING FOR**

***Please let us know what position(s) you are applying for.***

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#### POSITIONS AVAILABLE & YOUR AVAILABILITY

***Please let us know when you are able to work. It will really help to have a true picture of when you are generally available to come in and help Future at short notice.***

|  |  |  |
| --- | --- | --- |
| Available days | Available times | Availability (mark the times you can work with an X, specify days where needed) |
| Monday | 3:45 pm to 9.15 pm |  |
| Tuesday | 3:45 pm to 9.15 pm |  |
| Wednesday | 3:45 pm to 8.15 pm |  |
| Thursday | 3:45 pm to 9.15 pm |  |
| Friday | 3:45 pm to 10.15 pm |  |
| Saturday 1 | 9:45 am to 2.15 pm |  |
| Saturday 2 | 3.45 pm to 10.15 pm |  |
| Sunday 1 | 9:45 am to 2.15 pm |  |
| Sunday 2 | 2:45 pm to 7.15 pm |  |

**Holiday:** *Sometimes we will need daytime cover for school holidays to assist in running Future’s Holiday club during the day. Holiday club is for Juniors between 8 and 12 years and extra cover on Reception, for catering and cleaning. Would you like to be bank staff for the school holiday periods? Please tick*

## **PART A: PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname (block capitals) |  | Title: |  |
| Preferred first name |  | | |
| Names in full (block capitals) |  | | |
| Address (including postcode) |  | | |
| Phone (for us to contact you) |  | | |
| Email: |  | | |
| Do you have the right to work in the UK? |  | | |
| National Insurance number |  | | |

### **PART B: PERSONAL PROFILE = WHY YOU?**

Please summarise in no more than 120 words, why you believe you are suited to each position. (You will be able to expand on your experience, competencies and qualifications in Parts C, D and E.)

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#### PART C: EMPLOYMENT HISTORY

Starting with your current/most recent employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  Start & Finish | Employer  Name & Address | Job Title, Main Responsibilities  Major Achievements | Final Salary, Reason for Leaving |
|  |  |  |  |

**PART D: INFORMATION TO SUPPORT YOUR APPLICATION**

Please add any further relevant information to support your application and let us know what you think about Future and the impact it is and will continue to have on the local community

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#### PART E: REFERENCES

*Please give the names and addresses of two people whom we may contact for a reference. Please note that OnSide reserves the right to contact any of your former employers. References given should cover the last 5 years of your employment. The first of your references must be your present employer. If you are unemployed, this should be your last employer, or if this is your first job, your headteacher or college tutor. Personal references (e.g. from your GP or friends) are not acceptable*.

|  |  |  |
| --- | --- | --- |
|  | CURRENT EMPLOYER | SECOND REFERENCE |
| Name |  |  |
| Job title |  |  |
| Organisation |  |  |
| Address |  |  |
| Phone |  |  |
| Email |  |  |

|  |  |
| --- | --- |
| How do you know your second referee? |  |
| Can we take up your references before interview? |  |

#### PART F: GENERAL

|  |  |  |
| --- | --- | --- |
| REHABILITATION OF OFFENDERS ACT 1974  *Owing to the nature of the work, the youthwork profession is exempt from the previous provisions of the above Act. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. OnSide has the facility to check for convictions.* | | |
| Have you at any time been convicted of a criminal offence (including driving offences)? | |  |
| If ‘Yes’, please give details in strict confidence |  | |
| How did you find out about this position? |  | |
| Do you hold a current full driving licence? |  | |
| 0How long have you held this licence? |  | |
| Please give details of current endorsements or driving convictions: |  | |
| If appointed, how soon could you join us? |  | |

###### **PART G: DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm the information given on this form is correct and complete. I acknowledge that misleading statements may be grounds for cancelling any agreements made. I understand that an Enhanced Disclosure will be sought in the event of a successful application. | | | |
| Signed: |  | Date: |  |

If you are sending this form electronically, you will be asked to sign it if you are invited for interview.

**Please return this form by email to Future Youth Zone at** [recruitment@futureyouthzone.org](mailto:%20recruitment@futureyouthzone.org)

For information regarding how OnSide youth Zones processes your data, please click here: <https://www.onsideyouthzones.org/applicant-privacy>